



United States Environmental Protection Agency  
Region 1 – New England  
5 Post Office Square, Suite 100  
Boston, MA 02109-3912

SEP 27 2016

Certified Mail  
Returned Receipt Required  
EPA ICR No.: 2468.02  
OMB Control No.: 2020-0035

Gene Lee, Owner  
Four-In-One-Company, NPDES Permit No. MAG250954  
12 Alpha Road  
Chelmsford, MA 01824

Re: Request for Information Pursuant to Section 308 of the Clean  
Water Act (33 U.S.C. § 1318), Docket No. CWA-308-R01-FY16-10

Dear Mr. Lee:

On October 22, 2015, the U.S. Environmental Protection Agency (the "EPA") issued a final rule requiring all facilities with permits issued under the National Pollutant Discharge Elimination System ("NPDES") Program to electronically submit NPDES compliance monitoring reports and notices [e.g., Discharge Monitoring Reports ("DMRs")] to their authorized NPDES program [80 Fed. Reg. 64063 (October 22, 2015)]. The final rule, which became effective on December 21, 2015, requires that all NPDES regulated entities that are required to submit DMRs must do so electronically by December 21, 2016 (i.e., within one year after the effective date of the final rule).

Therefore, Four-In-One-Company is hereby required, pursuant to Section 308(a) of the Federal Clean Water Act (the "Act"), 33 U.S.C. 1318(a), to respond to this Request for Information (the "Request") within **the time frames indicated in this letter**.

In order to meet the deadline of the NPDES Electronic Reporting Rule, the Four-In-One-Company must take the following actions:

1. Within fourteen (14) days of receipt of this Request, the Four-In-One-Company must have the signatory authority (i.e., the individual(s) who will be signing the DMRs for



the facility) create an account in NetDMR and submit the original copy of the facility's completed and signed Subscriber Agreement (the document generated online which identifies who will be signing for the facility) to the address identified below for EPA's review and approval. The signatory authority can either be a Responsible Official (i.e., corporate officer or for a municipality a principal executive officer or ranking elected official) or a duly authorized representative. A duly authorized representative will need Responsible Official authorization in the Subscriber Agreement. A copy of the "EPA Region 1 Quick Reference Guide for a Permittee to Create an Account and Request Access Using NetDMR" is provided with this Request to assist your facility in completing this step.

2. Within no later than forty-five (45) days of receiving EPA approval of the Four-In-One-Company's Subscriber Agreement, the facility shall submit its first electronic DMR through the EPA Region 01 – New Hampshire and Massachusetts Regulatory Authority Instance in NetDMR (see <https://netdmr.epa.gov/netdmr/public/home.htm>). Training on the use of NetDMR can be found by accessing the following link <https://netdmr.zendesk.com/entries/44942194-Training-Materials>.

Information submitted pursuant to this Request shall be sent by certified mail, and shall be addressed as follows:

United States Environmental Protection Agency, Region I  
5 Post Office Square, Suite 100, OES04-4  
Boston, MA 02109-3912  
Attention: Neil Handler

Thank you for your assistance and timely response to this Request. If you have questions regarding this Request, please contact Neil Handler of my staff at 617-918-1334.

Sincerely,



James Chow, Manager  
Technical Enforcement Office  
Office of Environmental Stewardship

Enclosures

cc:

Neil Handler, EPA (electronically)  
David Ferris, MassDEP (electronically)





## EPA Region 1 Quick Reference Guide for a Permittee to Create an Account and Request Access Using NetDMR (For Signatory/Permit Administrator Roles)

### Creating an Account

#### Are You Going to the Test or the Live (Production) Website?

If this is your first time using NetDMR, you can start by using the **Test Website** to familiarize yourself with the NetDMR registration, data entry, and submittal processes or you can go directly to the **Live (or Production) Website**.

**Test Website** – <https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>

**Live (Production) Website**– [www.epa.gov/netdmr](http://www.epa.gov/netdmr)

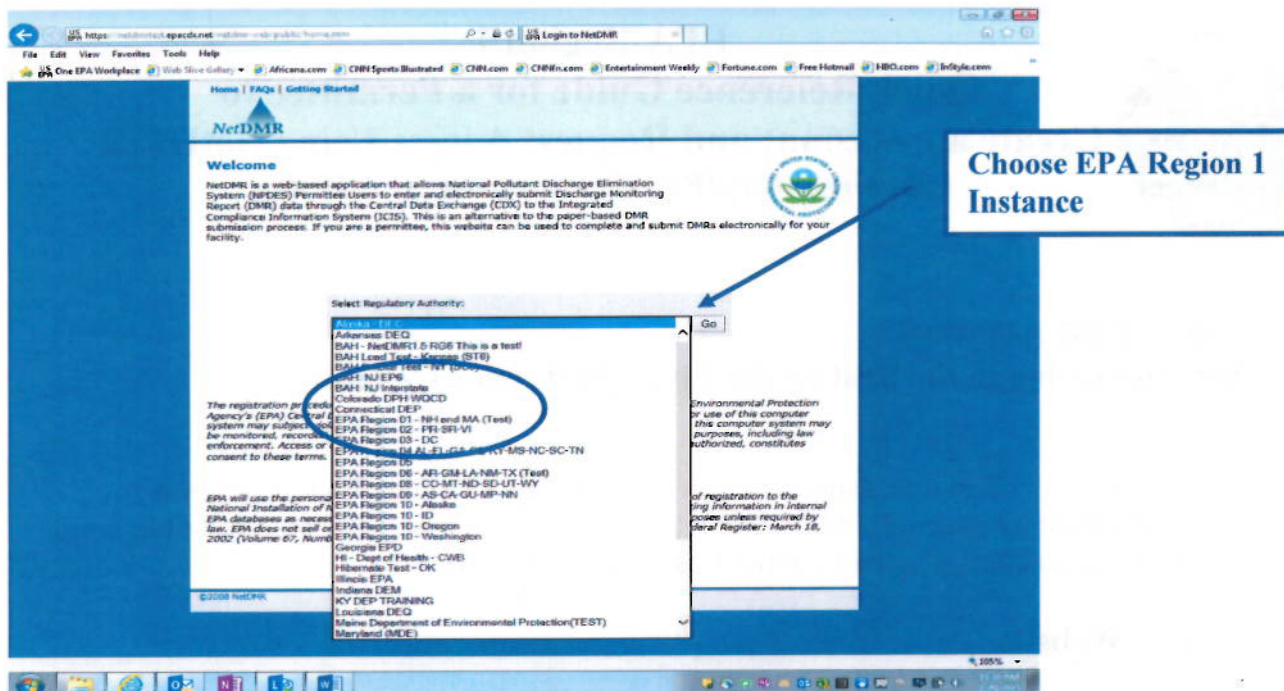
Please note, that the **first** person creating an account for a facility in NetDMR must have the legal authority (i.e., be the Responsible Official as identified in 40 CFR 122.22) to sign permit applications, reports, and other permit-required submittals (e.g., DMRs) or alternatively be someone who will be authorized/delegated in writing by the Responsible Official to sign DMRs (i.e., the Duly Authorized Official) for the facility. The first person who establishes their account in NetDMR will be identified as the **Signatory** and will also be automatically given the **Permit Administrator**, **Edit** and the **View** Roles.

Note: the **Permit Administrator** will have the responsibility for approving other individuals or outside data providers (such as labs) that will be assisting with NetDMR data entry or management at the facility and requesting either “Edit” or “View” rights. Please see the discussion on page 10 of this guide for more information on the different roles and functions each permittee user type can have in NetDMR.

### Test Website

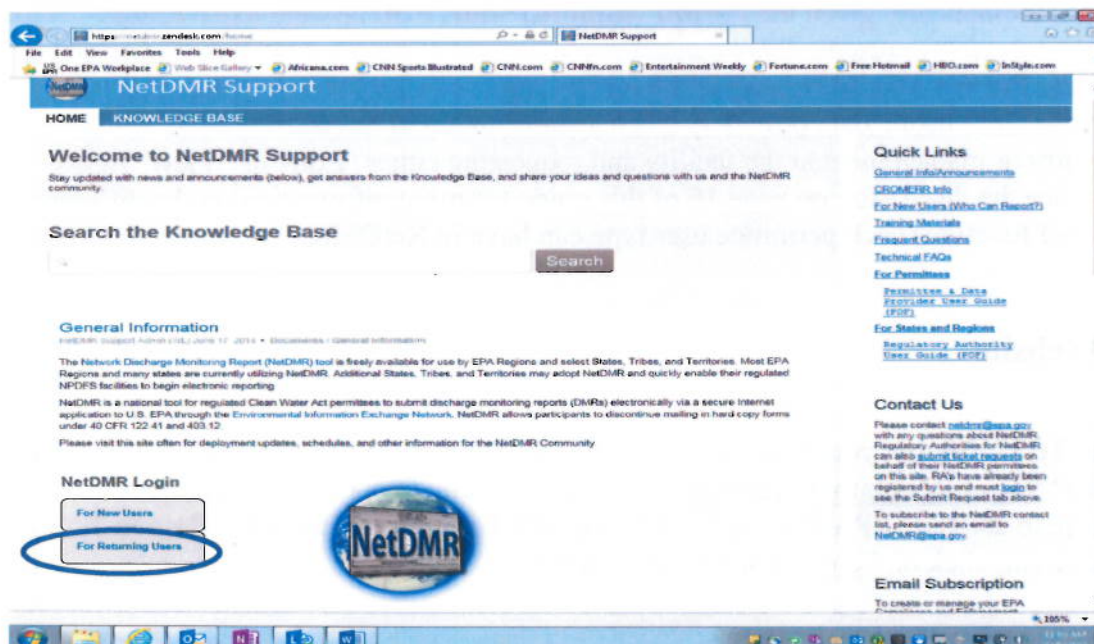
At the **Test Website**, you should first see the “**NetDMR Welcome**” page, where you can use the “**Select Regulatory Authority**” pull down menu to choose the appropriate Instance to use (i.e., EPA Region 1 – NH and MA Test). Select the **EPA Region 1** instance and click on “**Go**” (or hit the enter key).





## Live (Production) Website

If you go the **Live Website** address, you should see the “**NetDMR Support**” page, where you can click on the NetDMR Login “**For Returning Users**” tab to get you to the “**NetDMR Welcome**” page. Once on the NetDMR Welcome page, click on the “**Select Regulatory Authority**” pull down menu and select the **EPA Region 1 – NH and MA** instance and click on “**Go**” (just like for the Test Website).



## Once you are on the “NetDMR Welcome” Page:

We recommend that you **Check for your Permit Number** prior to creating an account. Most NPDES permits will be available for filing through NetDMR – however, some permits (e.g., Remediation General Permit) are still being added to NetDMR.

The screenshot shows the NetDMR Welcome page. At the top is a navigation bar with links: Login | FAQs | Getting Started | Contact the NetDMR Team. Below the NetDMR logo, the 'Welcome' section states: 'Welcome to the EPA HQ – IL-NM installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.' The 'New to NetDMR?' section includes links for 'register for a new account' and 'icis@epa.gov'. The 'News' section says 'There are no news items'. On the right, a 'Login to NetDMR' box contains fields for 'User Name' and 'Password', a 'Submit' button, and links for 'Forgot User Name?', 'Forgot Password?', and 'Create a NetDMR Account'. Below the login box, a link 'Check Your Permit ID' is circled in blue, with a blue arrow pointing to it from the right. A 'Warning Notice' at the bottom states: 'The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.'

To do this click on the “[Checking Your Permit ID](#)” link

Enter a valid **9 digit** NPDES Permit ID.

Click on “[Check Permit ID](#)”

The screenshot shows the 'Check Whether a Permit is Available for Reporting in NetDMR' page. It features a text input field labeled 'Enter a Permit ID\*' containing the value 'NM0022250'. To the right of the field is a 'Check Permit ID' button. The page header includes the same navigation links as the previous screenshot.

If the permit is **not** available for reporting in NetDMR, a message similar to below will appear.

The screenshot shows the same 'Check Whether a Permit is Available for Reporting in NetDMR' page, but with an error message. A red dashed box contains the text: 'The Permit ID 'NM0012345' is not available for reporting in NetDMR. Check another Permit ID or return to the Login page.' The text input field now contains 'NM0012345' and the 'Check Permit ID' button is still present. The page header is identical to the previous screenshot.



If the permit is available you will receive a confirmation message similar to below.

This screenshot shows the top navigation bar with links for Login, FAQs, Getting Started, and Contact the NetDMR Team. Below the NetDMR logo, a message states: 'Check Whether a Permit is Available for Reporting in NetDMR'. A green checkmark icon is followed by the text: 'The Permit ID 'NM0022250' is available for reporting in NetDMR. You may check another Permit ID or proceed directly to [Creating an Account](#). If you already have a NetDMR account, [Login](#) now.' At the bottom, there is a form with the label 'Enter a Permit ID\*', a text input field containing 'NM0022250', and a 'Check Permit ID' button.

## Now you can create your account on the “NetDMR Welcome” Page

If you checked for your permit, click the “[Login](#)” tab on the top of the page to return to the “NetDMR Welcome” page. Once on the “NetDMR Welcome” page:

Click on either “[Register for a new Account](#)” or “[Create a NetDMR Account](#)”

This screenshot shows the NetDMR Welcome page. The top navigation bar is identical to the previous screenshot. The main content area has a 'Welcome' section, a 'New to NetDMR?' section with a link to 'register for a new account' circled in blue, and a 'News' section. On the right, there is a 'Login to NetDMR' box with fields for 'User Name' and 'Password', a 'Submit' button, and links for 'Forgot User Name? / Forgot Password? / Create a NetDMR Account', with the latter link circled in blue. Below the login box is a 'Check Your Permit ID' section. At the bottom, there is a 'Warning Notice' section with a disclaimer about the EPA Central Data Exchange.

You will be required to complete all the fields with an asterisk.



Note: you must select **“Permittee User”** for the “Type of User”.

NetDMR

Create a NetDMR Account

**General Account Information**

Please provide the information requested below to create a NetDMR account. A '\*' indicates a required entry.

Email Address: \*  
Enter Email Address Again: \*  
User Name: \*  
☒ Use my email address as my user name  
☐ Create my own user name  
First Name: \*  
Last Name: \*  
Telephone Number: \* (###-###-####)  
Organization: \*  
Type of User: \*  
Permittee User  
Select One  
Data Provider  
Permittee User  
Internal User

**Selected Security Questions**

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive.

Next, answer five security questions. Choose from the list of questions and type in your answers. It's important that you remember your answers as you will be asked to respond to one of the questions at several points in the NetDMR process (i.e., to finish the registration process, to electronically sign your DMRs, and to change your password every 90 days).

☒ Use my email address as my user name  
☐ Create my own user name  
First Name: \*  
Last Name: \*  
Telephone Number: \* (###-###-####)  
Organization: \*  
Type of User: \*  
Permittee User

**Selected Security Questions**

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive.

Question 1 \*  
Select One  
Question 2 \*  
Select One  
Question 3 \*  
Select One

Submit Reset Cancel

Here is the list of questions. **Remember your answers are case-sensitive!!!**

case-sensitive.

**Question 1\***

Select One

Select One

What is the name of the street where you grew up?

What is your father's middle name?

What was your first pet's name?

What is your favorite color?

What is your favorite city?

What is your favorite vacation destination?

What is the name of the high school you attended?

What is your mother's maiden name?

What was your high school mascot?

Who was your childhood hero?

When your done filling in all of the required fields, click "[Submit](#)"

Verify your responses displayed in the gray boxes. Make any necessary changes. Click on "[Verify](#)".

Login | FAQs | Getting Started | Contact the NetDMR Team

**NetDMR**

**Verify NetDMR Account Request**

Please verify the information you entered below to create a NetDMR account.

**General Account Information**

Email Address: cathyperadm@yahoo.com

User Name: cathyperadm@yahoo.com

☒ Use my email address as my user name

☐ Create my own user name

First Name: Cathy PA

Last Name: Bias

Telephone Number: 214-665-6458

Organization: NM

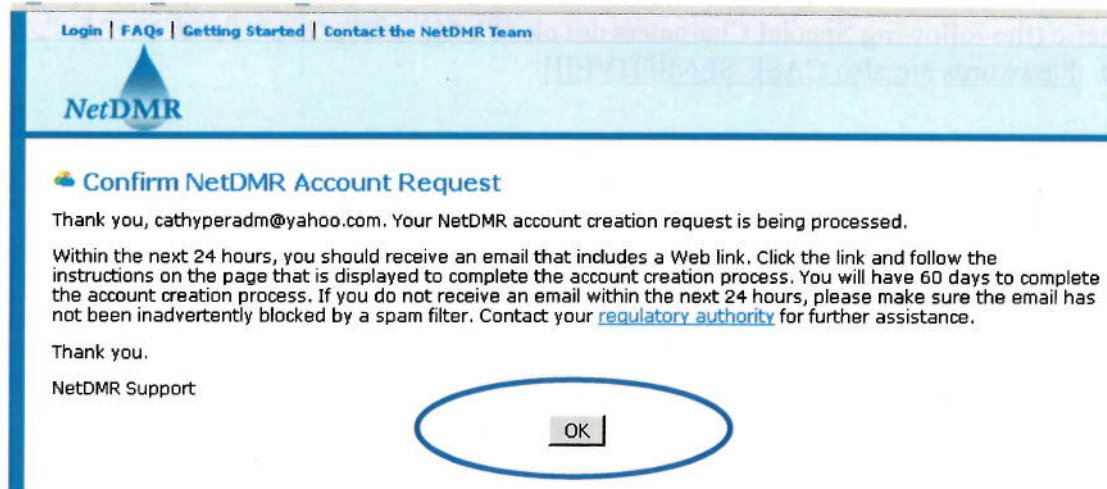
Type of User: Permittee User

**Selected Security Questions**

Question 1: What was your first pet's name? Dog

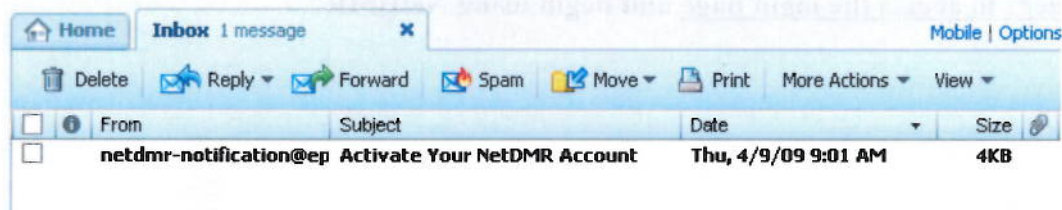
Question 2: What was your high school mascot? Mascot

A NetDMR Account Request message appears stating your request is being processed and you should receive an email within 24 hours. Click "OK"

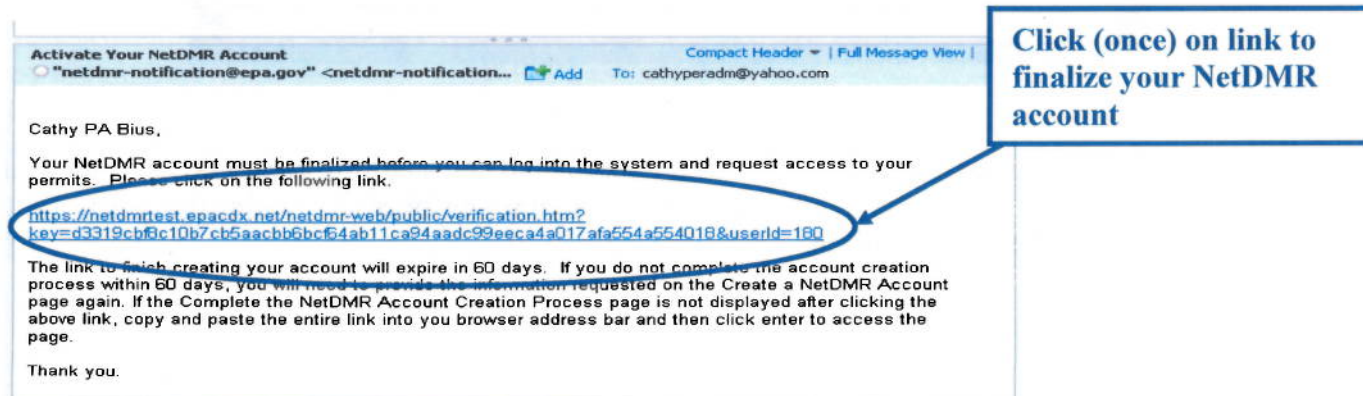


Within the next 24 hours (but typically it's within the next 5-10 minutes) you should receive an email message from "**netdmr-notification**" (similar to below) that you need to open and read to finalize your account. **Note: you will have 60 days to complete the account creation process before the account becomes inactive.**

Email – Inbox



Open the email, and click (**Important, click only once!**) on the link to finalize your NetDMR account. If the link doesn't work, you may need to copy & paste this in your web browser to access the url.





To Complete the NetDMR Account Creation Process, answer the required security question(s) and Create a Password. Passwords can be 8 – 20 characters, alpha & numeric (the following Special Characters are ok “!”, “@”, “#”, “\$”, “^”, “&”, “+”, “=”, “\*”). Passwords are also CASE SENSITIVE!!!

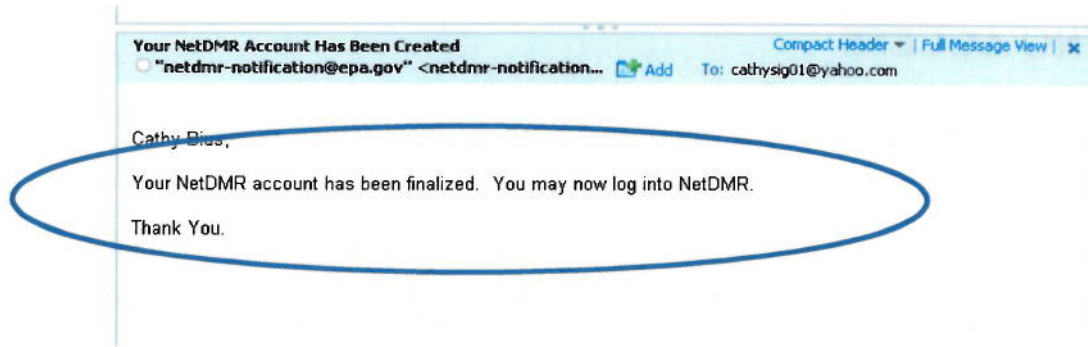
The screenshot shows the NetDMR website's account creation page. At the top, there are links for 'Login', 'FAQs', 'Getting Started', and 'Contact the NetDMR Team'. The NetDMR logo is prominently displayed. The main heading is 'Complete NetDMR Account Creation Process'. Below this, a message reads: 'Hello bius.catherine@epa.gov. To finish creating your NetDMR account, provide a response to the security question and create a password for your account.' The form contains three input fields: 'What was your high school mascot?', 'Create Password:', and 'Enter Password Again:'. To the right of these fields, a note states: '(Answers are case-sensitive) (Case sensitive, 8-20 characters, include letters and numbers)'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer indicates '©2008 NetDMR'.

Click [“Submit”](#)

You should receive the following message: **“Your NetDMR Account has been created.** Click [here to access the login page](#) and begin using NetDMR”.

The screenshot shows the NetDMR website's confirmation page after account creation. At the top, there are links for 'Login', 'FAQs', 'Getting Started', and 'Contact the NetDMR Team'. The NetDMR logo is prominently displayed. The main heading is 'NetDMR Account Created'. Below this, a message reads: 'Your NetDMR Account has been created. Click [here to access the login page](#) and begin using NetDMR.' The footer indicates '©2008 NetDMR'.

**Congratulations !!!** You have now successfully created your NetDMR account. You should shortly receive another email from “**netdmr-notification**” stating that your account has been finalized.



**The next step is for the primary NetDMR user(s) (the individual(s) who will be identified as the Signatory/Permit Administrator Role) to “Request Access” to the permits that they will be using – See Next Page.**

## REQUESTING ACCESS

### How do I decide what roles I will need and who will fill these roles?

Now that you have created a NetDMR account, the next step is to **Request Access** to the permits you will be using. You need to think about a couple of things before you do this such as who will be using NetDMR for your facility and what role each person will play in the data entry process. The **first** person creating an account for NetDMR must be a person that will be signing the DMRs (and will be identified as a **Signatory Role**). This person can be the **Responsible Official** (as identified in 40 CFR122.22) with the authority to sign permit applications, reports, and other permit-required submittals or it can be the **Duly Authorized Official** - someone who has been authorized in writing by the Responsible Official to sign DMRs. The person identified in NetDMR as the **Signatory Role** (**either the Responsible or Duly Authorized Official**) will also automatically be given the **Permit Administrator, Edit and View Roles**. The **Permit Administrator** will have the responsibility for approving other individuals or outside data providers (such as labs) that will be assisting with NetDMR data entry or management at the facility. These individuals could be given Permit Administrator, Edit, or View roles as shown in the table below. It is the responsibility of the first person identified as the **Permit Administrator Role** to approve access for these other users.

Permittee User Functions

User Type	Manage Access Requests	View DMRs	Download Blank DMRs	Edit / Import / Correct DMRs	Sign and Submit DMRs	Manage CORs	View Permits	View Users	Request Signatory Access	Request Administrator Access	Request Edit Access
View											
Edit											
Signatory											
Signatory & Permit Administrator											
Permit Administrator & Edit											
Permit Administrator & View											



To begin the process to **Request Access** to your specific permit go back to the “**NetDMR Welcome**” page (either the test website or production website addresses noted on page 1 of this reference guide) and after selecting the correct instance for **EPA Region 1 – NH and MA**, Log In to NetDMR using your “**User Name**” and “**Password**”.

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)

**NetDMR**

### Welcome

Welcome to the EPA HQ – IL-NM installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

#### New to NetDMR?

- First time users can [register for a new account](#).
- If you have any questions about NetDMR, please contact [icis@epa.gov](mailto:icis@epa.gov).

#### News

- There are no news items

**Login to NetDMR**

User Name  Password

[Forgot User Name?](#) / [Forgot Password?](#) / [Create a NetDMR Account](#)

**Check Your Permit ID**

First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)

*Warning Notice*

*The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.*

After you have logged in, click on the “**Request Access**” tab located in the top left corner of the page

[Home](#) | [My Account](#) | [Request Access](#) | [Help](#) | [Logout](#)

User: ricathyperadm@yahoo.com, Permittee User

**EPA HQ - IL-NM**

**Search**  
All DMRs & CORs

**Import DMRs**  
Perform Import  
Check Results

**Download**  
Blank DMR Form

Session Logout Timer: 29:00

**Search:** All DMRs & CORs

**All DMRs & Copies of Record (CORs)**

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

☒ **Permit ID:**

☐ **Facility:**

Note: The Update buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

**Permitted Feature:**

**Discharge:**

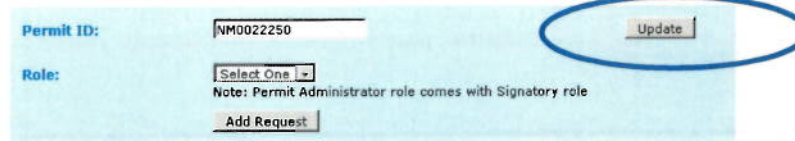
**Last 10 Logins**

4/9/09	11:48 AM	-
4/9/09	10:48 AM	-

Enter the 9 digit NPDES Permit ID and click the “[Update](#)” tab to see what roles are available for the permit selected.

#### Request Access to Permits and Associated DMRs

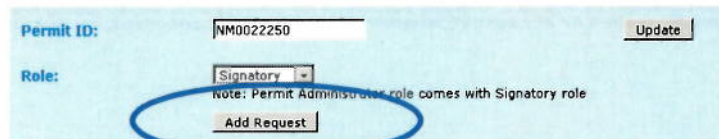
Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.



Select the appropriate user role for yourself from the “[Role](#)” drop down menu. Remember the first person creating an account must select (and have the authority) to be identified as the “**Signatory**” role. After you have identified the appropriate role click “[Add Request](#)”.

#### Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

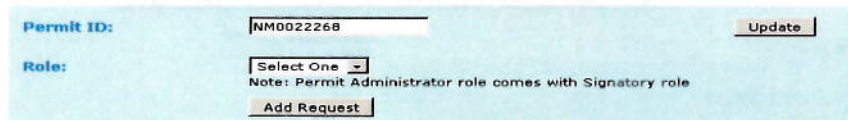


**Note:** Until the first Signatory privilege is granted for a permit, no other user can be granted read/edit privileges for the permit.

A list of the permits you have requested access for will appear in the “**Access Requests**” section. You can request to “remove access” by checking on the red **X**. It’s very important that you click on the “[Submit](#)” tab once you have completed your access request for all appropriate NPDES IDs.

#### Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.



#### Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
NM0022250	Signatory	
NM0022268	Signatory	



You will then be prompted in the next screen to provide additional information related to your **Signatory Role**.

The first question you must answer has to do with your relationship to the facility or facilities. The correct answer for most facilities when you click on the “**Select One**” pull down menu for this question is “**Facility**”.

Request Signatory Access - Windows Internet Explorer

https://netdmrtest.epacdr.net/netdmr-web/protected/common/request\_access.htm?\_flowExecutionKey=\_C62CD606-8789-2570-7830-DEC2FCD23550\_J40E3D926-F64C-4...

File Edit View Favorites Tools Help

Request Signatory Access

Home | My Account | Request Access | Help | Logout

User: 123TestNetDMR@gmail.com, Permittee User

NetDMR

EPA  
Higher Learning

Search All DMRs & CORs | Import DMRs Perform Import Check Results | Download Blank DMR Form

Session Lockout Time: 15:44

**Additional Information Required**

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
NH0100161	Signatory	<p>What is your employer's relationship to the facility or facilities?:</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: _____</p> <p>Title: _____</p> <p>Phone Number: _____</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

©2008 NetDMR

Next you must answer the question on how you derive your Signatory Authority. If you are a **Responsible Official** (for a Corporation this means that you are a Corporate Officer such as a president, secretary, treasurer or facility manager or for a Municipality you are a principal executive officer or ranking elected official) who can sign NPDES permit renewal applications and DMRs then you need to select the **first button** which states “**I have the authority to enter into this Agreement for the Permittee under the applicable standards**”.



If you are a **Duly Authorized Official** – in other words you are being authorized by the Responsible Official to sign the DMRs for your facility then you need to select the **second button** which states “**I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards**”. If you select the second button you will also need to fill in the Name, Title, and Phone Number of the Responsible Official who is giving you the Authority to sign the DMRs.

Once you’ve answered all of the questions and filled in the appropriate information, click **“Submit”**

#### Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
NM0022250	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <span>Select One ▾</span></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p>
NM0022268	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <span>Select One ▾</span></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text" value="Connie Overbay"/></p> <p>Title: <input type="text" value="Supervisor"/></p> <p>Phone Number: <input type="text" value="214-665-7274"/></p>

**Responsible Official Statement**

**Duly Authorized Official Statement**

You will be asked to confirm the information submitted and shown in gray. Make any necessary changes and if the responses are correct Click **“Confirm”**

#### Confirm Access Requests

The table below contains the access requests that you have entered. Click **Confirm** to complete submission of these access requests.

Permit ID	Requested Role	Additional Information
NM0022250	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <span>Facility ▾</span></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone: <input type="text"/></p>
NM0022268	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <span>Facility ▾</span></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards</p> <p>Name: <input type="text" value="Connie Overbay"/></p> <p>Title: <input type="text" value="Supervisor"/></p> <p>Phone: <input type="text" value="214-665-7274"/></p>

At this point your **Access Request** has been submitted for approval to the Regulatory Administrator at EPA Region 1 and you will need to wait approval before you can access your electronic DMRs in NetDMR.

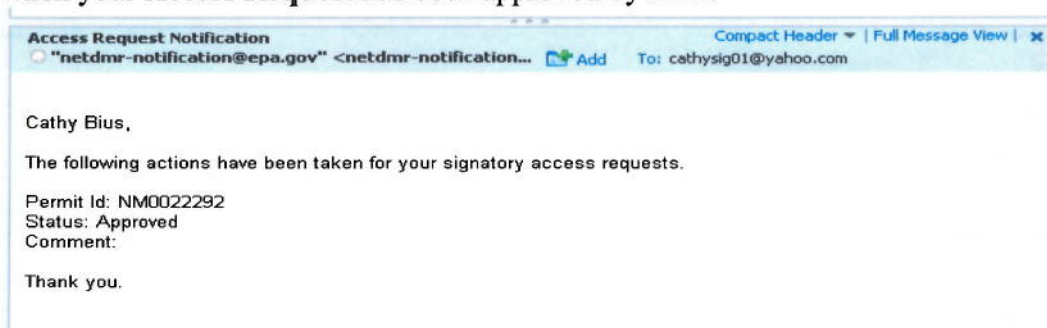


**Please print out a copy of the subscriber agreement, fill the agreement out, sign it, and mail the original agreement back to the following address at EPA (Fax'd copies of the agreement are not acceptable!!!):**

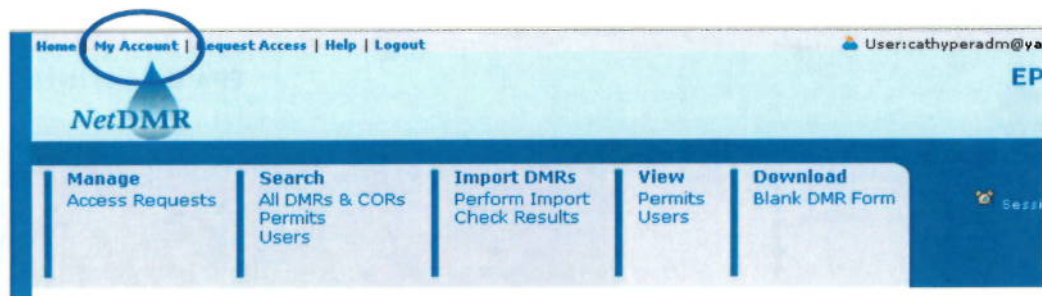
**EPA Region 1  
Attn: Neil Handler (OES04-4)  
5 Post Office Square, Suite 100  
Boston, MA 02109-3912**

**If there are multiple people at your facility that have signatory authority then each one will need to complete and submit a separate Subscriber Agreement to EPA. All Signatory Requests submitted by a facility will need to be approved by EPA prior to your entry of data into NetDMR.**

You will receive a confirmation email from “netdmr-notification” letting you know when your **Access Request** has been approved by EPA.



You can view and confirm that you have been given the “Signatory” rights by accessing “[My Account](#)” after **Log In** to NetDMR.



If you scroll down to the “[My Permits](#)” section you can view the types of access granted to you for each NPDES Permits under the “[Access Rights](#)” column. You are also able to access the Subscriber Agreement from this screen.

**My Permits**

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied.

One Permit found

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Request Date</u>	<u>Update Date</u>	<u>Subscriber Agreement</u>
NM0022292	Signatory	Pending	04/29/09 06:36 PM	04/29/09 06:36 PM	

You can also view account information, view selected security questions, and view any pending access requests under the “[My Account](#)” tab.

The screenshot shows the 'My Account' page in the NetDMR application. The user is logged in as 'User: cathyperadm@yahoo.com, Permittee User'. The page title is 'EPA HQ - IL-NM'. The main menu includes Search All DMRs & CORs, Import DMRs Perform Import Check Results, and Download Blank DMR Form. The 'My Account' section is active, displaying the following information:

<b>Email:</b>	cathyperadm@yahoo.com
<b>User Name:</b>	cathyperadm@yahoo.com
<b>First Name:</b>	Cathy PA
<b>Last Name:</b>	Bius
<b>Telephone Number:</b>	214-665-6456
<b>Organization:</b>	NM
<b>Type of User:</b>	Permittee User

An [Edit Account](#) link is visible in the top right corner of the 'My Account' section.



### Selected Security Questions

Click to display your security questions. Note that your security answers will not be shown, however you can change your questions and answers.

### My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied.

Showing 2 Permits

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Request Date</u>	<u>Update Date</u>	<u>Subscriber Agreement</u>
NM0022250	Signatory	Pending	04/13/09 01:53 PM	04/13/09 01:53 PM	
NM0022268	Signatory	Pending	04/13/09 01:53 PM	04/13/09 01:53 PM	

If you need to edit any of the information shown in this section click on the “[Edit Account](#)” tab

NetDMR

Search  
All DMRs & CORs

Import DMRs  
Perform Import  
Check Results

Download  
Blank DMR Form

Session Lock-out Timer: 24:30

My Account

Email: cathyperadm@yahoo.com

User Name: cathyperadm@yahoo.com

First Name: Cathy PA

Edit Account

Along with basic information about your account, you will be able to change the security questions and/or answers and change your password. Please note that the **Lock Your Account** tab is only to be used when you believe your account may have been compromised or you no longer are planning to use NetDMR. Once this option has been selected your account can only be reopened by an EPA System Administrator.

### Security Questions and Answers

Click to display your security questions. Note that your security answers will not be shown, however you can change your questions and answers.

### Change Your Password

Your password must be 8-20 characters and contain both letters and numbers.

Enter a new password:

(case sensitive, 8-20 characters, both letters and numbers)

Enter your password again:

### Lock Your Account

Locked accounts can not access NetDMR.

Lock Account

☐

Save

Cancel

**Once you receive your “Access Request Notification” approval email you are now ready to enter data into NetDMR and can also allow others to create and finalize their accounts and request access to your permit. The individual identified as the Permit Administrator will be able to approve or deny those access requests from others in your company or from outside Data Providers.**

This information is also available through online training modules which can be found on the NetDMR Support page at the following web address:

<https://netdmr.zendesk.com/entries/44942194-Training-Materials>

If you have any further questions about using NetDMR please feel free to email us at [R1.NetDMR@epa.gov](mailto:R1.NetDMR@epa.gov) or contact one of the following individuals:

Diane Boisclair: (617) 918-1762 or [boisclair.diane@epa.gov](mailto:boisclair.diane@epa.gov)

Marie McDonald (617) 918-1878 or [mcdonald.marie@epa.gov](mailto:mcdonald.marie@epa.gov)

Neil Handler: (617) 918-1334 or [handler.neil@epa.gov](mailto:handler.neil@epa.gov)

Ed Kim: (617) 918-1945 or [kim.ed@epa.gov](mailto:kim.ed@epa.gov)